



## POSITION ANNOUNCEMENT

**Position:** Homestay Coordinator  
**Type of Position:** Personal Service Contractor (PSC) Temporary  
**Closing Date:** March 22<sup>nd</sup>, 2017  
**Hours:** (40hours per week)  
**Supervisor:** Programing and Training Manager

**Submit; Letter of Interest, CV, 3 professional references, a copy of a Government-issued identification card, Government-issued Labor card and copies of all certificates related to the qualifications for the position to the Director of Management and Operations ; US Peace Corps, 34 Old Railway Line, Signal Hill, Freetown, Sierra Leone**

**OR**

**[SL01-pcjobs@peacecorps.gov](mailto:SL01-pcjobs@peacecorps.gov)**

Under the general supervision of the Programming and Training Manager, this position supports Peace Corps Sierra Leone and all duties related to assists the TM and LTC in designing and evaluating activities and provide timely regular feedback to trainees about their progress in adaptation and integration with their host family and other community members.

Evaluate the success of each host family and trainees and document comments, ideas and suggestions, to assists with future implementation. Conduct routine visit to host families and Trainees to provide support as needed. Ability to explain Homestay Program goals and requirements to a diverse population including community leaders, families, and PCTs.

### **TASKS AND DELIVERABLES**

- The Home-Stay Coordinator is generally under the general direction of the Training manager (TM). The Home-stay Coordinator is responsible for the preparation of the day to day operation of home-stay program for Peace Corps trainees. Peace Corps Trainees will be living with Sierra Leoneans families throughout the Pre-Service Training (PST). S/he must have a thorough knowledge and strong relationship with communities where training will be done. S/he will work with authorities, civil servants, and other community leaders to identify families to host PCTs in their homes. S/he assesses the home-stay environment and make needed modifications prior to the placement of a PCT with a family. S/he maintains an inventory of necessary items and informs the TM of expenses related to the program. S/he serves as a cultural guide and mediator to the families and PCTs when issues need to be addressed during the Home-stay program. Also planning, delivery and evaluation of the daily host families activities of Peace Corps trainees (PCT) with the TM and the LTC, discuss challenges and finds ways to address those challenges. On a regular basis, the Home Stay Coordinator advises the TM / LTC on PCTs' progress in interacting within and adapting to a new cultural context, and overall performance in the home-stay training program. The Home-Stay Coordinator makes recommendation when PCT progress is not adequate and provides additional support to PCTs as agreed upon.

### **Qualifications**

- ✓ Minimum of two (2) years' experience in community engagement or social Mobilization, collaborating with community leaders and facilitating community meetings.
- ✓ Knowledge and skills in MS office applications, typing, and internet usage.
  - ✓ Completion of Secondary School education, vocational or in a recognized institution with the following: Preferred Bachelor's Degree in Community Development, Human Resource Management, or related field. Or Higher Diploma, Diploma in; Community Development, Human Resource Management, or related field. Certificate in; Community Development, Human Resource Management or related field. Higher Teacher's Certificate (HTC) or Teacher's Certificate (TC).
- ✓ Preferred experience with or exposure to American organization and/or culture
- ✓ Proven proficiency in spoken and written English at a professional level, spoken Krio and any other Sierra Leonean language

**DUTY STATION**

The necessary duties can be performed at the required training site which can be determined by Peace Corps located anywhere in country.

Applicants with high potential will be scheduled for an interview at the Peace Corps office in Freetown.

For complete details: [http://freetown.usembassy.gov/job\\_opportunities.html](http://freetown.usembassy.gov/job_opportunities.html)